

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
REQUEST FOR PERSONAL VEHICLE USE

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REQUEST

Permission is requested for

\_\_\_\_\_  
(NAME OF EMPLOYEE)

of \_\_\_\_\_ to use the following privately

\_\_\_\_\_  
(NAME OF ORGANIZATION)

owned vehicle: Model Year \_\_\_\_\_ Make \_\_\_\_\_ Lic. No. \_\_\_\_\_ St. \_\_\_\_\_

on a mileage basis, in the performance of assigned duties traveling  
from:

\_\_\_\_\_  
(ORIGINATION)

to:

\_\_\_\_\_  
(DESTINATION)

for the following dates (not to exceed one Fiscal Year)

from:

to:

**JUSTIFICATION:**

Estimated reimbursement cost: \_\_\_\_\_ times 0.585 ==  
(total mileage) (per mile rate)

REQUESTED/RECOMMENDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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APPROVAL

\_\_\_\_\_  
ORGANIZATION MANAGER

DATE: \_\_\_\_\_

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FINAL APPROVAL

(ONLY WHEN REQUIRED BY THE EXECUTIVE OFFICER OF THE AGENCY)

\_\_\_\_\_  
EXECUTIVE OFFICER

DATE: \_\_\_\_\_

NOTE: Any reassignment or change in the above information requires the completion of another DOT-55P and resubmission for approval.